INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)
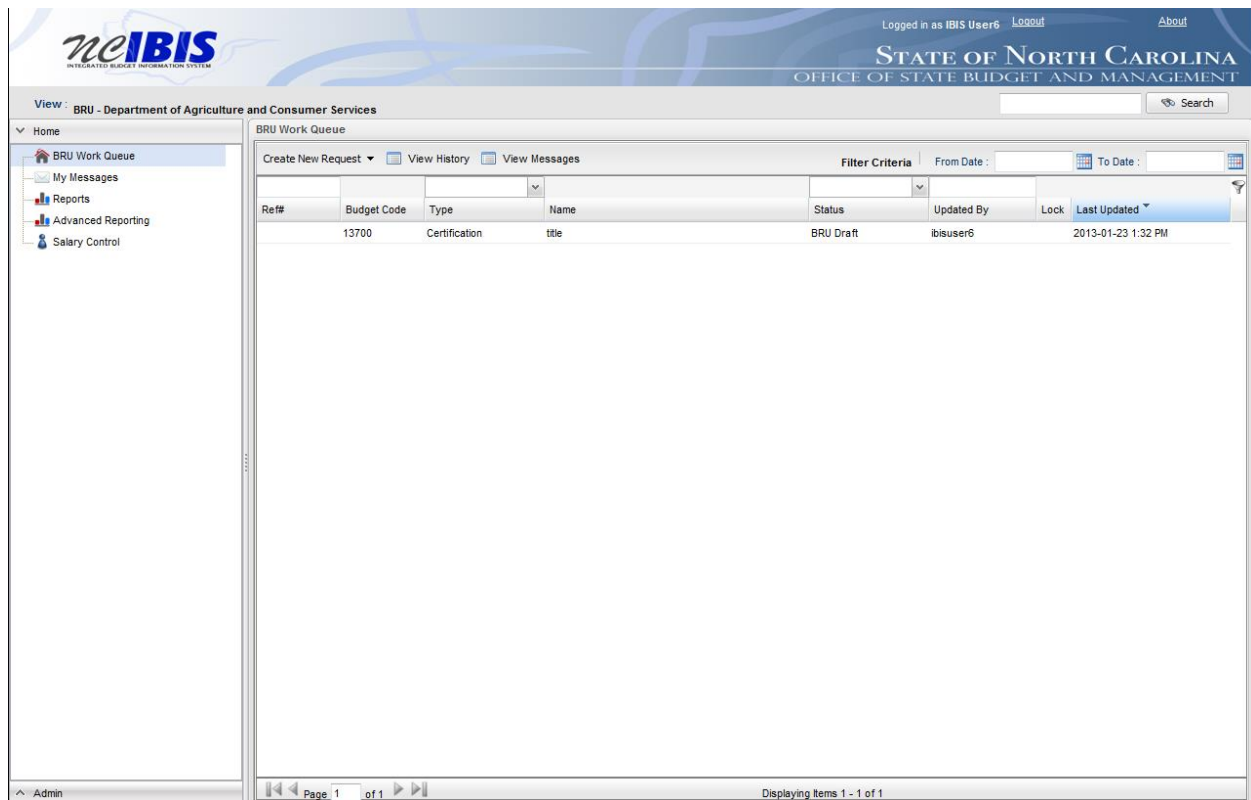
USER GUIDE

ALLOTMENT - CAPITAL

PREFACE

This training guide describes how to use IBIS to complete a Capital allotment form. For policy guidance regarding allotments, please consult the State Budget Manual.

ALLOTMENT – CAPITAL

Once you have successfully logged in, you should see the Work Queue page as shown below. This could be a BRU, Agency Work or OSBM Work Queue page depending on log-in credentials.

Find the View field in the upper left corner. The field should contain only your BRU, Agency or OSBM. If you have access to multiple departments and/or agencies, those you have access to will appear in a drop-down list in this field for you to select from. In the example below, the user is logged in as the Department of Agriculture and Consumer Services.

Click on the Create New Request dropdown list in the middle of the screen.

When you click on 'Create New Request', the drop-down will display the following:

Click on the Budget Allotment – Capital option on the menu. You will see a New Capital Budget Allotment Form – Basic Information window.

The first field allows you to select the Fiscal Year for the allotment request. Click on the radio button next to the appropriate Fiscal Year. Only one Fiscal Year may be selected at a time.

Note the next two fields labeled Department/Agency and BRU.

In most cases, you only have access to your department/agency, so it will default to your Department/Agency. If you have access to multiple departments and/or agencies, those you have access to will appear in the drop-down for you to select from.

Click on the dropdown arrow for the Budget Code field. You will see a list of valid Budget Codes for the selected Department/Agency and BRU.

Use the pointer to select the appropriate Budget Code from the list. Once selected, you will see that the field is populated with the Budget Code selected and the Budget Code list disappears.

Click on the dropdown arrow for the Fund/Project Code field. You will see a list of valid Fund Project Codes for the selected Department/Agency, BRU and Budget Code

Use the pointer to select the appropriate Fund/Project Code from the list. Once selected, you will see that the field is populated with the Fund/Project Code selected and the Fund/Project Code list disappears.

Click on the dropdown arrow for the Type of Allotment field. Two choices will appear in the dropdown list: External and Internal.
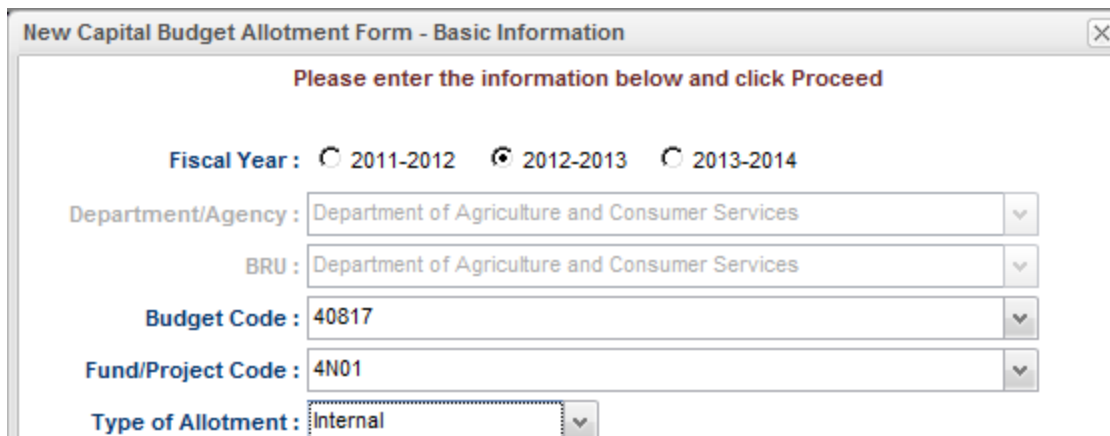
Use the pointer to select the appropriate Type of Allotment from the list. Once selected, you will see that the field is populated with the Type of Allotment selected and the Type of Allotment list disappears.

In the Effective Date field, you may type in the effective date for the allotment being created (format: MM/DD/YYYY) or you may select the date by clicking on the small calendar icon next to the field.

Once the calendar icon is clicked, the following will show.
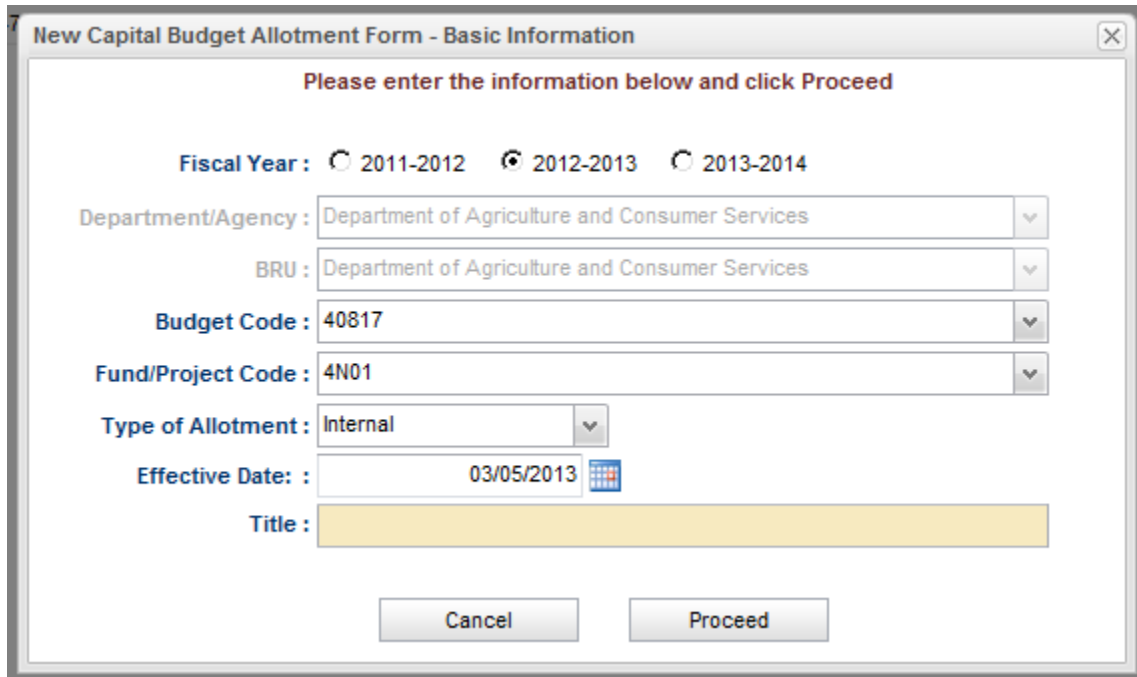
Once complete, the date appears in the field as entered.
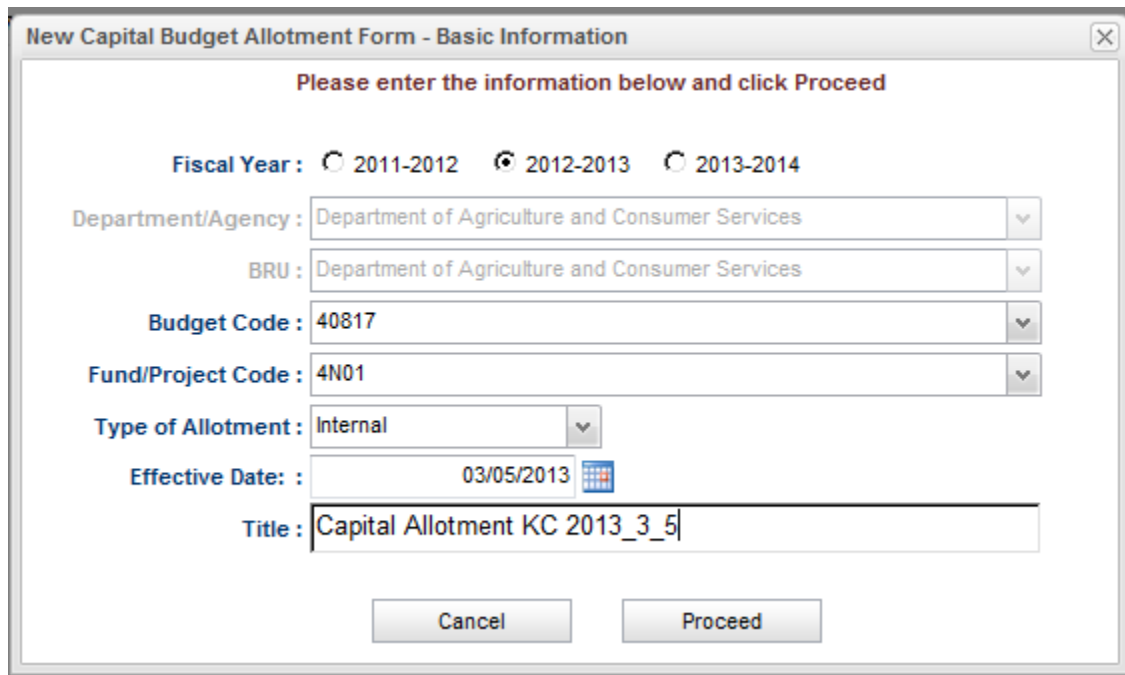
The Title field is a free form entry field. Type a title for the allotment request.
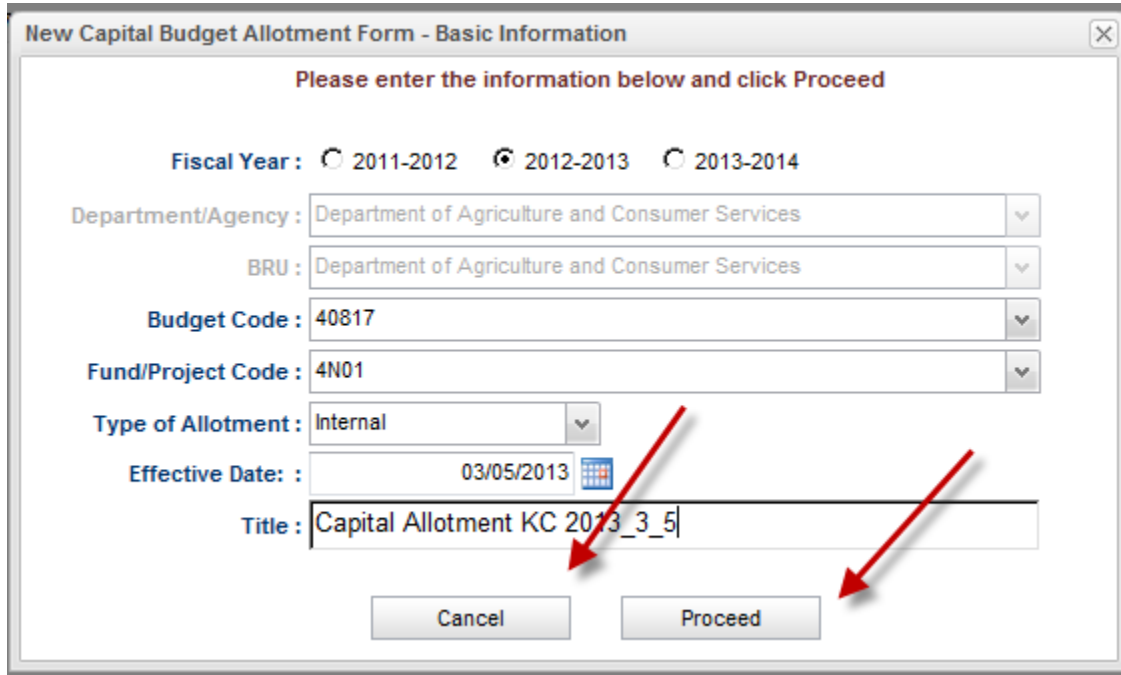
The final action to take on the New Capital Budget Allotment Form – Basic Information window is to click on the Cancel or Proceed button. If you click on the Cancel button, the window closes, nothing is saved, and you return to the Work Queue. If you are satisfied with your entries and want to continue on, click on the Proceed button.
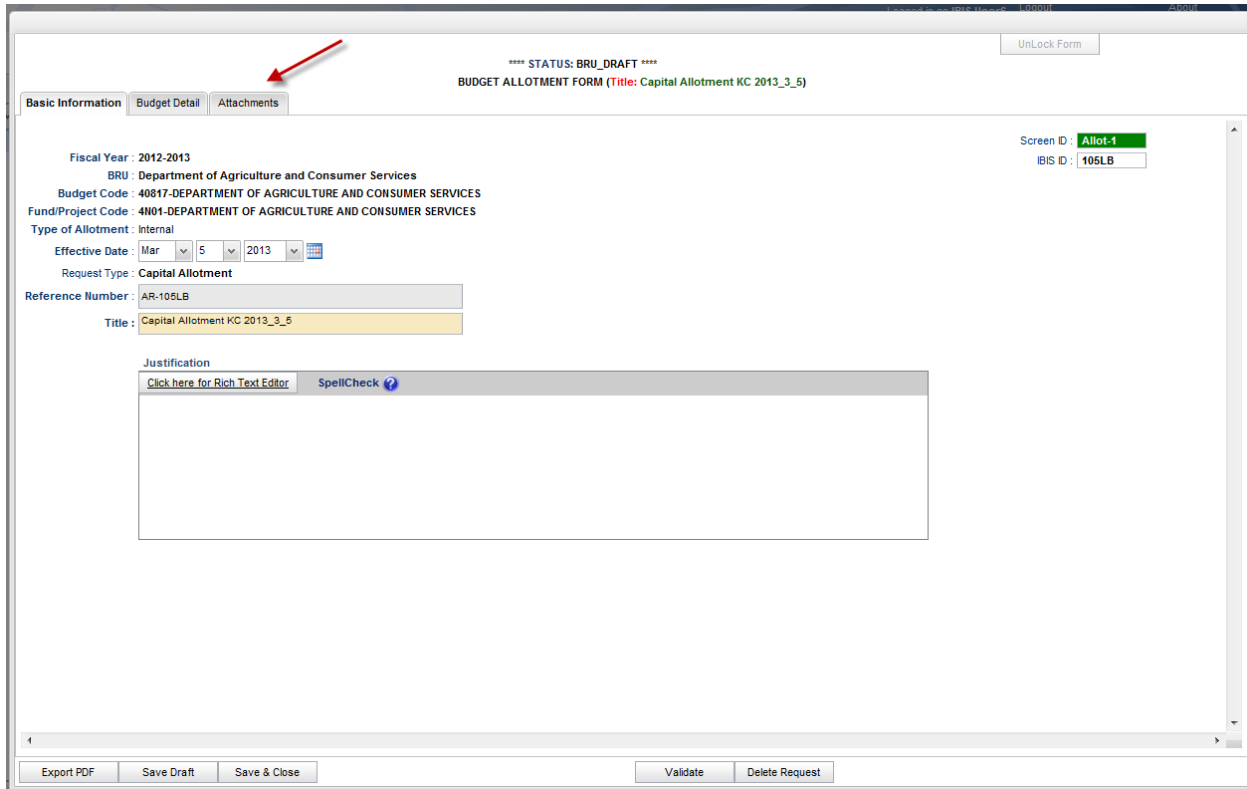
If you clicked Proceed, you will see a Budget Allotment form open. Note: The form's three tabs (Basic Information, Budget Detail, and Attachments) will appear in the upper left corner of the screen as highlighted below.

This user guide will only address the first two tabs: Basic Information and Budget Detail. The third tab, the Attachments tab, is addressed in a different user guide that can be found here.

Upon opening a form, the Basic Information screen comes to the forefront as shown below. It is the default position when creating a new or opening an existing form.

Verify the information displayed in the following fields – all but Committee Report Item Number, Committee Report Item Title, Adjustment Recurrence and Budget Adjustment Type are non-editable.

Fiscal Year: The form will show the Fiscal Year selected in the initiation window

BRU: The Department/Agency that is associated with your IBIS ID and shown/elected in the initiation window

Budget Code: The Budget Code selected in the initiation window

Fund/Project Code: The Fund/Project Code selected in the initiation window

Type of Allotment: Indicates that this is an Internal Allotment (as opposed to a Capital Allotment)

Effective Date: The date you entered in the initiation window

Request Type: Indicates that this is a Capital Allotment (as opposed to an Operating Allotment)
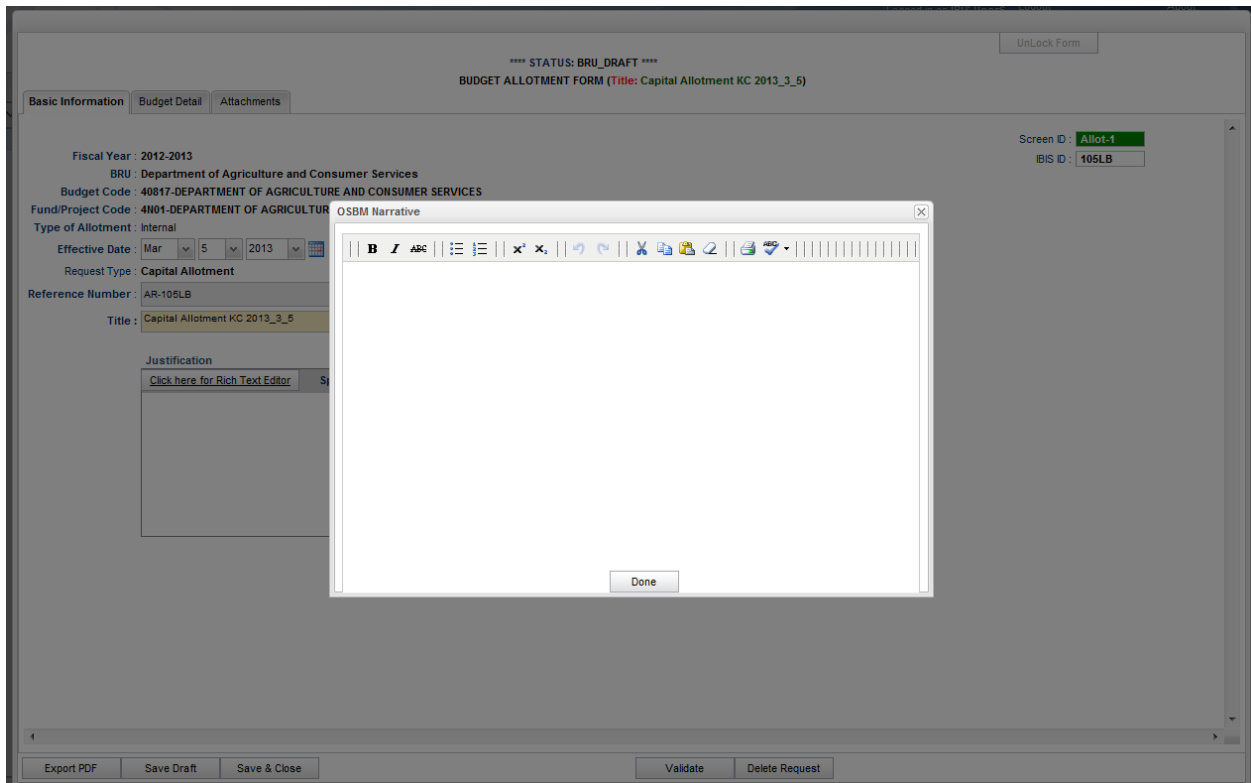
Reference Number: Displays a system generated reference number unique to this allotment request

Title: Displays the title you entered in the initiation window
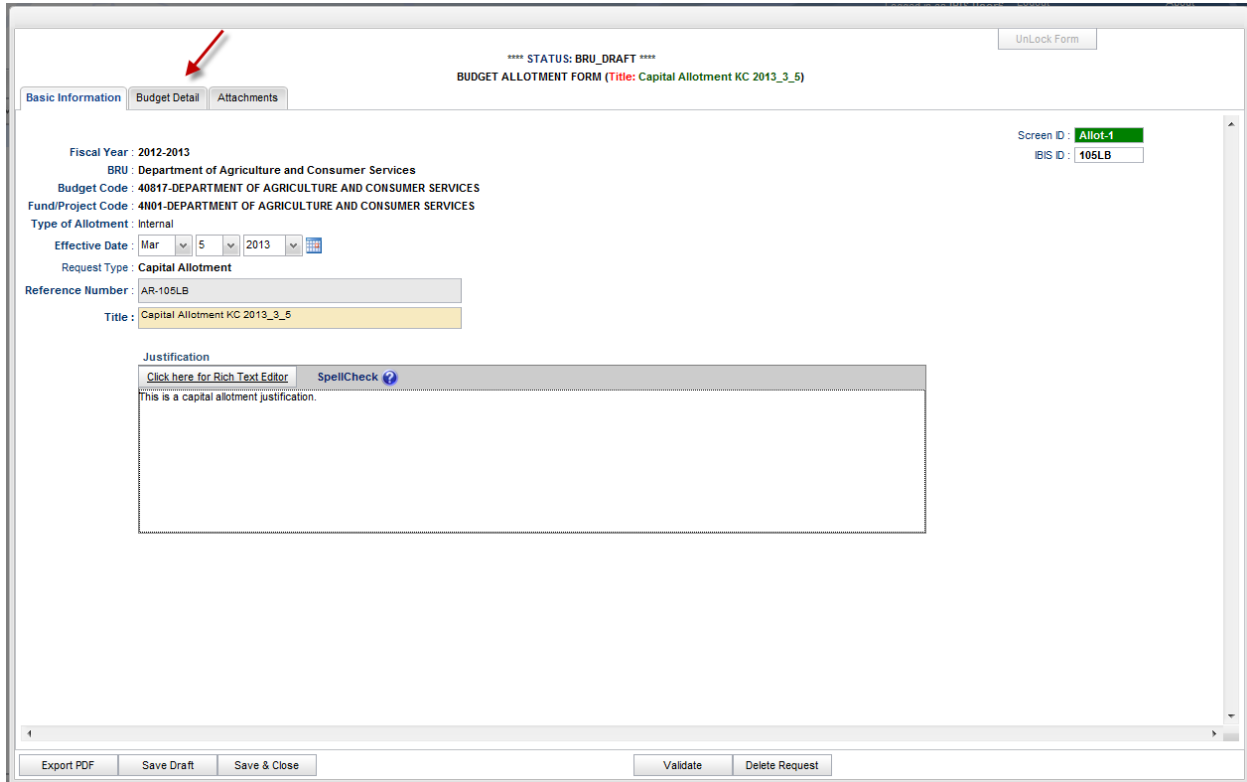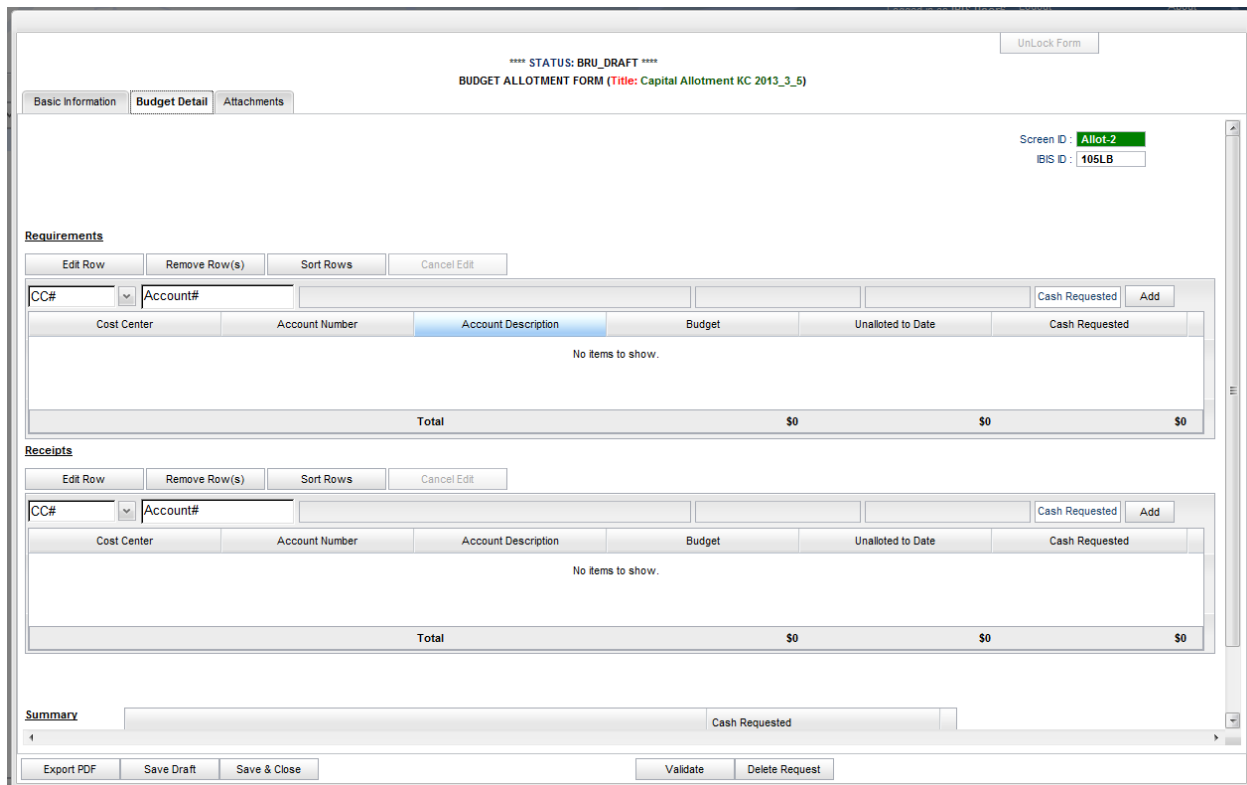
Click in the Justification field to enter text or you may click on the underscored link to the Rich Text Editor, where it says "Click here for Rich Text Editor."

If you click on the underscored link for Rich Text Editor, a window will come up as shown below where you enter a justification. Advantages to entering a justification in the Rich Text Editor field is that you can apply a spell checker plus formatting options.

Enter the appropriate information in the Justification field and click on the Budget Detail tab at the top of the form to continue filling out the form.

After clicking the tab, the Budget Detail tab will appear as shown below.

The Budget Detail tab displays three sections: Requirements, Receipts and Summary.

The Requirements section displays four buttons: Edit Row, Remove Row(s), Sort Rows and Cancel Edit:
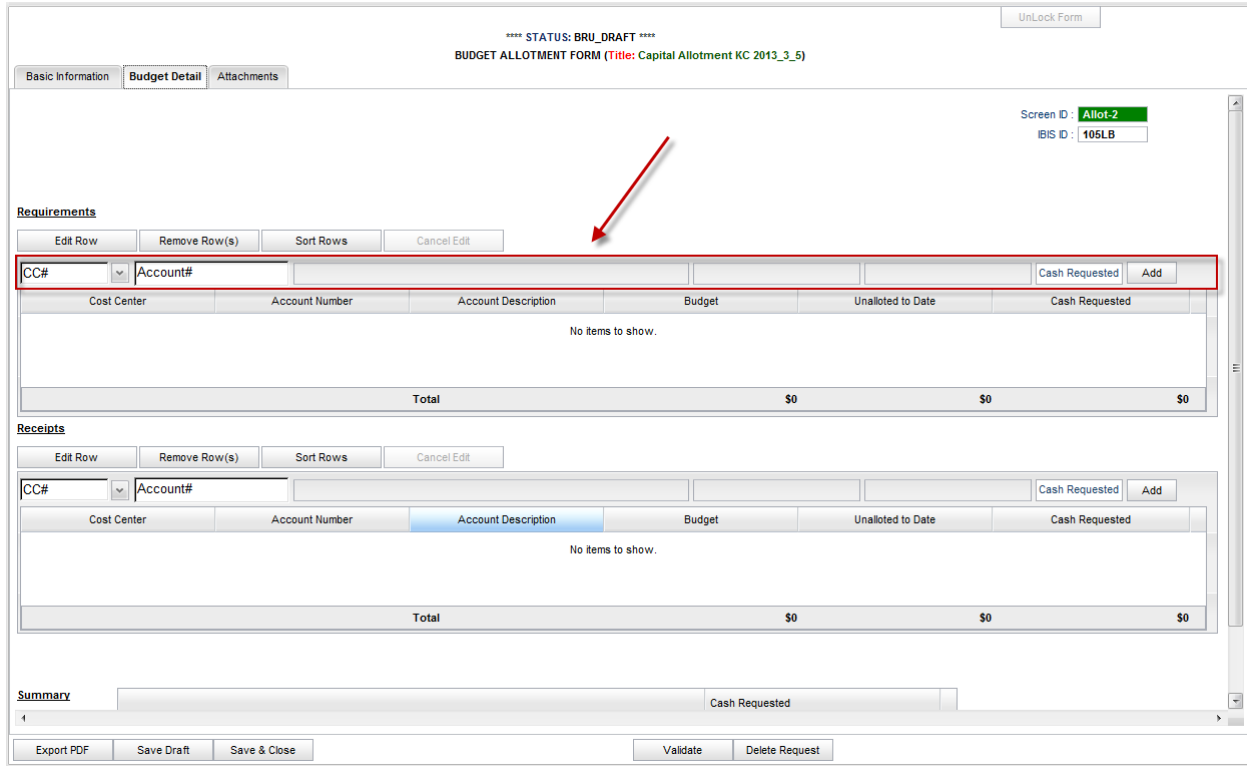
The above buttons can only be utilized once rows have been created. Since we are developing a new Capital Allotment form, we will look first at adding rows then return to describe the functionality associated with these buttons.

To Add a Row, you will work with the fields outlined with a red box below:

The Account Number and Cash Requested fields are required when entering requirements in a Capital allotment form. Cost Center is an optional field, and the Cost Center dropdown list will only display values if the Department/Agency uses Cost Centers and there are costs centers established for the selected Fund/Project code.

The Account field will present a list of accounts once the user has entered three digits into the field. Since accounts are so numerous you may narrow the list down by entering the first few digits, or you may type the full account code in the field.

Requirements

| Edit Row | Remove Row(s) | Sort Rows | Cancel Edit |

537

| 537000 |
| 537100 |
| 537101 |
| 537102 |
| 537103 |
| 537104 |
| 537105 |
| 537106 |
| 537107 |
| 537108 |
| 537109 |
| 537110 |
| 537111 |
| 537112 |
| 537113 |

Cost Center	Account Number	Account Description	Budget	Unalloted to Date	Cash Requested
		LAND	$0	$0	$50,000
		Total	$0	$0	$50,000

Receipts

| Edit Row | Sort Rows | Cancel Edit |

CC#

Cost Center	Account Number	Account Description	Budget	Unalloted to Date	Cash Requested
		No items to show.			

Once selected or typed in, the account code will populate the form. If choosing from the dropdown list, the list will disappear upon selection. Selection of an account code will also cause the adjacent account description field to populate.

Requirements

| Edit Row | Remove Row(s) | Sort Rows | Cancel Edit |

537100　RESERVE-INDIRE　[Cash Requested] [Add]

Click in the Cash Request field and enter an amount for the account.

Requirements

| Edit Row | Remove Row(s) | Sort Rows | Cancel Edit |

537100　RESERVE-INDIRE　[Cash Requested] [Add]

Click the Add button and the row will populate the Requirements grid, clearing the fields for entry of another row.

Requirements

| Edit Row | Remove Row(s) | Sort Rows | Cancel Edit |

Account#　　[Cash Requested] [Add]

Cost Center	Account Number	Account Description	Budget	Unalloted to Date	Cash Requested
	5341XX	LAND	$0	$0	$50,000
	537100	RESERVE-INDIRECT COST DFR	$0	$0	$0
		Total	$0	$0	$50,000

Repeat the above process to add all the Requirements rows necessary for the Capital Allotment form you are creating.

To edit a row that has been entered, click on a row to highlight it and click the Edit Row Button:

Once the edit button is clicked, the data in the selected row will populate the Edit/Add row line at the top of the grid. When a row has been selected for edit, you may change any of the data previously entered. To save changes you must click on the Update Button at the end of the row.

Once Update has been clicked, the add/update row will clear and the updated data will show in the grid below.

To delete a row that has been entered, click on a row to highlight it:

Click on the Remove Row(s) button, and a confirm deletion message box will appear.

To cancel the deletion, click the Cancel button, to complete the deletion, click the OK button.

To Sort the rows that you have entered, click the Sort Rows button.

The rows will sort in Cost Center, Account Number order, ascending. Click a second time and they will resort in descending order.

If a row has been selected for edit by highlighting and clicking the Edit Row, but then no edit is necessary, click the Cancel Edit to clear the Add/Edit row and to return the selected row to the grid, unchanged.

The Add/Edit Row(s) functionality for Receipts is identical to the Requirements functionality and therefore each step will not be replicated here.

Add as many rows of receipts as appropriate to complete the Capital Allotment form.

The Summary table at the bottom of the Budget Tab displays three lines: Total Requirements, Total Receipts and Appropriation.

The Summary table will add all Requirements entered in this form and display them on one row.   The Summary table will also add and Receipts entered in this form and display them in a second row. The Appropriation row will then calculate Requirements minus Receipts and display that amount in the final row.

At the bottom of the Allotment form there are form action buttons that are available while working on every tab in the form. The buttons are: Export PDF, Save Draft, Save & Close, Ready to Submit and Delete Request. Usage of these buttons is standard within the IBIS application and their functionality is covered in the "Standard Form buttons" training document located on the IBIS website.